

## CHAPTER 5 MINIGRANTS

**222—5.1(303) Minigrants.** The arts division shall grant funds through the minigrant program for artists, arts educators and organizations/schools for project support, marketing and promotional activities, professional development opportunities, artist apprenticeships, and technical assistance on a monthly basis.

**222—5.2(303) Definitions.** The definitions of terms listed in Iowa Code section 17A.2 and 222—Chapter 1 shall apply for terms as they are used throughout this chapter.

**222—5.3(303) Eligibility.** Applications may be submitted throughout the year for the minigrant program by eligible applicants as outlined in 222—subrules 2.3(5) to 2.3(8).

**222—5.4(303) Grant amount.** The grant amount for minigrants shall be up to \$1,000.

**222—5.5(303) Categories.** Minigrant requests may be submitted in the following categories:

1. Project grants for artists.
2. Project grants for organizations.
3. Project grants for arts education activities.
4. Marketing and promotional activities.
5. Professional development opportunities.
6. Artist apprenticeships.
7. Technical assistance.

Category guidelines shall be published annually in program guidelines.

**222—5.6(303) Application procedures.** To apply for a minigrant, the applicant shall complete the official application form available from the arts division office.

**222—5.7(303) Deadlines.** Applications to the minigrant program shall be received by the arts division no less than 30 calendar days prior to the beginning date of the grant activity.

**222—5.8(303) Restrictions.** Minigrant funds shall not be spent on the following items:

**5.8(1)** Activities eligible for support or not funded through arts division and other department grant programs.

**5.8(2)** Administrative salaries except for substitute teacher expenses for arts education related events.

**5.8(3)** Projects in which artists are not adequately compensated for their artistic services.

**5.8(4)** General operating expenses of the applicant or participating organizations.

**5.8(5)** Nonspecific funding requests.

**5.8(6)** Permanent equipment—items costing more than \$300 with a useful life of more than one year.

**5.8(7)** Capital expenditures, including renovation of existing facilities.

**5.8(8)** Tuition assistance for college or university courses or correspondence courses.

**5.8(9)** Ongoing programs, projects, artwork or activities of artists or organizations.

**222—5.9(303) Review criteria.** Minigrant applications shall be reviewed using the following criteria:

**5.9(1)** Exemplary qualities, qualifications, significance, and feasibility of the proposed project.

**5.9(2)** Partnerships and benefit of project to participating organizations and individuals.

**222—5.10(303) Review process.** Minigrants shall be reviewed monthly by the arts division staff within the first five working days of each month.

**222—5.11(303) Award process.** Awards shall be made in accordance with the procedures outlined in 222—subrules 2.3(37) to 2.3(42).

**222—5.12(303) Notification.** Notification shall be made in accordance with procedures outlined in 222—subrule 2.3(4).

**222—5.13(303) Service contract.** A service contract shall be issued to recipients in accordance with procedures outlined in 222—subrule 2.3(19).

**222—5.14(303) Reporting.** All recipients shall submit a final report in accordance with procedures outlined in 222—subrule 2.3(36).

**222—5.15(303) Audit procedures and requirements.** The audit procedures and requirements for recipients as outlined in 222—subrule 2.3(40) shall be in effect for the minigrant program.

**222—5.16(303) Appeals.** Applicants who were denied funding may appeal the decision in accordance with procedures as outlined in 222—subrules 2.3(43) and 2.3(44).

These rules are intended to implement Iowa Code section 303.88.

[Filed 8/30/91, Notice 6/26/91—published 9/18/91, effective 10/9/91]\*

[Filed 8/26/94, Notice 7/20/94—published 9/14/94, effective 10/19/94]

[Filed 6/28/95, Notice 3/15/95—published 7/19/95, effective 8/23/95]

\*Suspended by Governor Branstad 8/24/93 pursuant to Iowa Code section 29C.6(6) for grants in process to the extent that these provisions limit emergency funding to an amount not to exceed \$500 and require a 60-day advance deadline. These exemptions shall apply only to requests for funding necessary to respond to the emergency disaster which has been declared as of this date. Grants subsequent to application cycles must adhere to rule 222—5.6(303).